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NPIC/TSSG/DED-1569-69
8 April 1969

MEMORANDUM FOR: Chief, Development & Engineering Division, TSSG/NPIC
SUBJECT : Property Accounting Within DED

1. Recently a building wide inventory of accountable property was performed by NPIC/Logistics to validate and update the various individual office property accounts. The inventory revealed a number of discrepancies in existing records, i.e., incorrect identifications, incorrect assignees, incorrect quantities, omissions, etc. In most cases, the inaccuracies were attributable to haphazard property accounting procedures within the various offices and to a resulting laxness on the part of the individuals within these offices.

2. Officially, accountable property, which is in the sphere of responsibility of the individual component offices, is defined as items having a value of \$50 or more, and also, certain serial numbered items, regardless of value, such as lenses, firearms, etc. Common items of office furniture are controlled by the NPIC Logistics Office and do not appear on the individual office accounts.

3. In addition to certain official accountable property, TSSG/DED, because of the nature of its activities, is also the custodian of a peculiarly specialized class of equipment items. These items (breadboards, models, prototypes, and the like) are generally under the control of an individual project monitor and are picked up as accountable property seemingly only at the monitor's whim.

4. In order to achieve a rational property accounting system within DED, it appears necessary to institute and enforce a more formalized procedure than has been used in the past. The following suggestions are offered with this goal in mind.

5. All DED property should be controlled by a designated DED Property Officer. Included will be all items of official accountable property which are obtained for use by the DED Staff and all breadboards, models, prototypes, etc. which are acquired by DED Staff members during their normal contractual activities.

6. All property should be assigned DED control numbers by the Property Officer. These numbers should be typed on non-removable gummed labels and should be affixed to the particular item. (If it

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seems desirable to distinguish DED peculiar items from official accountable property items, a letter prefix such as "X" might be used). These numbers should remain on the items until such time as a formal disposition of the item is made.

7. It should be the responsibility of each Staff member to insure that all acquired items are listed with the DED Property Officer, that the correct nomenclature is utilized, that DED property numbers are assigned and that DED property control tags are affixed to the items themselves.

8. Subsequent to the recording of each item, the item should be reissued to the cognizant Staff member on a hand receipt. The item then becomes his responsibility until such time as a formal transfer of responsibility is effected.

9. Such a transfer might be accomplished by formal memo or by hand receipt. In either case, the DED Property Officer should sign off on the transfer document and should be supplied with a retention copy for his records.

10. Equipment on loan from other activities should also be registered with the Property Officer and should be so marked for control purposes. The Property Officer should also be advised when the borrowed equipment is returned to its rightful owner so that the property records may so indicate.

11. It is further suggested that the Property Officer should review his records at regular intervals (annually or semi-annually) to insure that they are correct. Such a review should include a physical survey of the DED area as well as an audit of the property assigned to each of the Staff members.

[Redacted]
Chief, R&DB-II/DED

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Distribution:

Orig - Addressee

1 - [Redacted]
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